

20 May 1959

OFFICE OF PERSONNEL MEMORANDUM NO. 20-605-14 (Supplement No. 1)

SUBJECT: Determination of Applicability of the Provisions  
of the Salary Retention Act to Proposed  
Reduction in Grade

REFERENCE: OPM 20-605-14, (5-59), dated 9 March 1959, Subject:  
Retention of Salary following Reduction in Grade

RESCISSION: Director of Personnel Special Memorandum 20-41,  
same subject, dated 13 March 1959 (limited  
distribution)

Referenced OPM specifies that each proposed reduction in grade will be referred to the Director of Personnel for determination regarding the applicability of the provisions of the Salary Retention Act. The procedures outlined below will be applied to accomplish such referrals:

a. Before requesting a change to lower grade action, the Operating Official or Head of Career Service concerned will request a review of contemplated action by the Special Assistant to the Director of Personnel (SA/D/Pers). The request should summarize all available facts, which will be supplemented in the Office of Personnel by a statement of additional pertinent facts. This statement will be prepared by the SA/D/Pers after coordination with the Chief, Personnel Operations Division (POD), and, as appropriate, with other organizational elements.

b. The case will be forwarded by the SA/D/Pers to the Director of Personnel, who will make a determination as to the applicability of the provisions of the Salary Retention Act. This determination will be communicated to the Operating Official or Head of Career Service concerned. If it has been determined that the salary retention provisions apply, the individual will be advised by the Head of his Career Service of the contemplated action as well as the determination on salary retention. If the individual concerned agrees to the action, he will so indicate by signing a suitable statement which will be included in the Remarks space of the Request For Personnel Action. The Form No. 1152, Request For Personnel Action, will

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NO CHANGE IN CLASS

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OPM 9-59

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then be routed to SA/D/Pers for authentication, and the Form No. 1150, Notification Of Personnel Action, effecting the change to lower grade will bear the following statement under Remarks:

Salary rate of \_\_\_\_\_ has been established under the provisions of the Salary Retention Act of 1958. Salary will be adjusted downward at the beginning of the first pay period following two (2) years from the effective date of this action.

c. If the individual concerned refuses to accept the change to lower grade, the Head of Career Service will refer the case to the Director of Personnel for further investigation and appropriate action.

d. In case the Director of Personnel determines that the salary retention provisions are not applicable, the Head of Career Service will determine further action in accordance with other pertinent Agency procedures.



Acting Director of Personnel

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OPM 9-59